

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES- WEST REGION  
JOB OPPORTUNITY  
HEAD NURSE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Position:** Head Nurse

**Location:** Lower Fairfield Center - Norwalk

**Job Posting No:** 018424

**Hours:** 2<sup>nd</sup> Shift ~  
**1<sup>st</sup> Week** – Friday, Saturday, Sunday, Wednesday 2:00pm – 10:30pm, Monday 2:00pm – 8:30pm; RDO's Tuesday, Thursday  
**2<sup>nd</sup> Week** – Friday, Monday, Wednesday, Thursday 2:00pm – 10:30pm; RDO's Saturday, Sunday, Tuesday

**Salary:** \$2,133.95/bi-weekly

**Closing Date:** December 31, 2012

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Re-employment or SEBAC lists must be given first consideration.

**Knowledge, Skills and Abilities:** Duties consistent with the Head Nurse job classification. Conducts nursing assessments; develops and implements nursing and/or health care plans; provides supervision of staff and monitors nursing services; provides admission and discharge nursing assessments including plans for continuing care; assures nursing care programs are carried out thoroughly and on schedule; investigates problems which have been referred by staff, other team members and department; reviews diets and nutritional needs of clients; maintains records of drugs used, stored and secured; provides for nursing services to comply with ICF regulations, JCAHO standards, etc.; provides nursing input to interdisciplinary health care plans and individual client programs; will act as important member of the Team to provide medical information and attend meetings and make reports on health status. Responsibility will also include nurse duties at the Family Respite Center on campus. This includes, but is not limited to, attending initial interviews (pre-visit) with the family; attending team meetings to review guest profiles; schedule appropriate groupings and reviewing respite center visits; collecting the guests health and medical information prior to admissions; obtaining, maintaining and kardexing accurate physician's orders; reviewing guest health care plans; participating at client admissions and in-servicing staff. Performs other related duties.

**General Experience:** Two (2) years of experience as a registered professional nurse.

**Special Requirements:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. May be required to be fluent in a foreign language, or proficient in the use of the American Sign Language in certain designated positions. Will be required to travel.

**Substitutions Allowed:** A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter and a CT-HR-12 Application for Employment to:

**Department of Developmental Services - West Region  
Rowland Government Center  
55 West Main Street  
Waterbury, CT 06702  
Fax: 203-574-8857  
[belinda.weaver@ct.gov](mailto:belinda.weaver@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.